

**COUNCIL ON DOMESTIC VIOLENCE AND SEXUAL ASSAULT
COMMUNITY BASED PRIMARY PREVENTION PROGRAMS
GRANT –FY2015**

REQUEST FOR PROPOSALS

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Request for Proposals
Community Based Primary Prevention Programs
FY15

I. GENERAL INFORMATION

I.1. Statement of Purpose and Definitions: Under the authority of AS 18.66.050, the Council on Domestic Violence and Sexual Assault (Council) is requesting proposals from eligible applicants for projects under the new “Community Based Primary Prevention Programs” funding. The purpose of the Community Based Primary Prevention Programs (CBP) is to strengthen and enhance existing, community based, coalition driven, strategies that addresses the primary prevention of sexual assault (SA), intimate partner violence (IPV) and/or teen dating violence (TDV).

Definitions: In order to have a shared understanding of key concepts when reading and responding to this RFP, the following definitions are used.

Prevention: Public health classifies prevention efforts into three levels (see CDC’s Beginning The Dialogue <http://www.cdc.gov/violenceprevention/pdf/svprevention-a.pdf>):

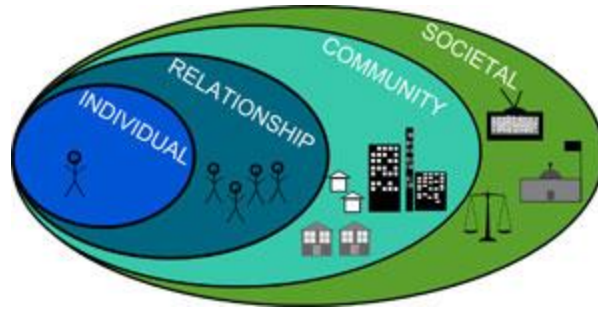
Primary prevention approaches aim to stop SA/IPV and/or TDV before it occurs; preventing initial victimization and perpetration.

Secondary prevention approaches are immediate responses to SA/IPV and/or TDV to deal with short-term consequences.

Tertiary prevention approaches are long-term responses to violence to deal with lasting consequences.

While it is important to work across the levels of prevention, historically prevention has occurred at the secondary and tertiary levels. Primary prevention efforts address the root causes of SA, IPV and/or TDV. In line with public health, this approach shifts the responsibility of prevention to society and off victims (<http://wcsap.org/prevention-concepts>).

Social Ecological Model (SEM): A multi-level model that suggests human behavior (e.g., violence) is the result of the complex interplay of individual, relationship, community, and societal factors.



People perpetrate violence for a wide variety of reasons and as a result of many different influences on their lives. The SEM provides a framework for understanding those different influences and their relationship to one another (<http://wcsap.org/social-ecological-model>). The SEM is one of the most commonly used models for comprehensive prevention programming and is the model that is referenced in this RFP.

Comprehensive Prevention Programming: Interconnected prevention strategies that include multiple types of activities, across multiple settings, with multiple different audiences, in multiple doses, over long periods. True comprehensive prevention programming takes a concerted investment of resources at all levels.

Programs that are to be implemented under this award are specific to primary prevention and will work to achieve comprehensive prevention programming. Successful applicants will expand on or strengthen existing primary prevention activities by reinforcing the objectives in (at least) one area of the social ecology. Communities with existing primary prevention coalitions and prevention plans will be able to work towards comprehensive programming: i.e., programming that reinforces prevention messages across settings; populations and all levels of the social ecology.

For example: The Fourth R is a comprehensive school-based violence prevention program that is currently being implemented in numerous school settings across Alaska. The setting where the program is currently being implemented is the school and the population currently being impacted is students and teachers. Funding under the Community Based Primary Prevention program could be used to reinforce the objectives of the Fourth R by engaging parents in after/outside school activities (parents being the new population and after/outside of school being the new setting) and working on shifting school climate or policies that can reinforce messaging and approaches used in the Fourth R. ***Please keep in mind that some milestone or changes must be reached by the end of the funding period June, 2015.***

Priority:

The Council determined that project proposals in response to this Request for Proposal (RFP) should focus on strengthening primary prevention within existing community-based organizations, prevention coalitions with a specific focus on Sexual Assault, Intimate Partner Violence and/or Teen Dating Violence. ***Priority will be given to applicants who have participated in the 2012 and/or 2013 CDVSA Primary Prevention Summits; have existing or prospective staff with primary prevention experience; have an established community based coalition whose work focuses on SA, IPV and/or TDV; has an existing community prevention***

plan for the primary prevention of SA, IPV and/or TDV and have successfully implemented and evaluated at least one prevention strategy (such as, Green Dot, Coaching Boys into Men, Girls on the Run etc.) in their community within the past five years.

I.2. Eligibility. To qualify, an applicant must be a non-profit, nongovernmental organization that has an established prevention program and demonstrated expertise in the arena of SA, IPV and/or TDV. The applicant must demonstrate their partnership (through MOU's) in a community based coalition that serves to plan for and implement SA, IPV and/or TDV programming. Successful applicants will be required to agree to and sign the Community Based Primary Prevention Programs grant award conditions.

I.3. Incurring Costs. The Department of Public Safety is not liable for any costs incurred by applicants prior to the issuance of a grant. All costs incurred in the preparation of a proposal in response to the grant RFP (including travel or teleconference expenses to attend any applicants' conference, funding meetings of the Council, or negotiation sessions, if held) are the sole responsibility of the applicant.

I.4. Availability of Funds.

A. Award Amounts: The Council on Domestic Violence and Sexual Assault has \$600,000 in General Funds available through the State of Alaska to fund up to five proposals for one year of funding: October 1, 2014-June 30, 2015. **Applications for less than \$75,000 per year will not be considered.** The Council may elect to make grant awards for an amount different than that requested and to negotiate the scope of work with applicants prior to awarding funding.

B. Performance Period: The performance period will be October 1, 2014 through June 30, 2015. The project budget should clearly indicate the proposed project period. The proposal must be written to cover the entire performance period. Funds will be disbursed on a scheduled basis.

C. Future Funding: This is a one- time only award. Match will be required at 15%.

I.5. Notice of Intent. To be considered, all applicants are required to submit the Notice of Intent to Submit a Proposal form to the Council office no later than: **Tuesday, September 2, 2014**. This form (Attachment A) can be downloaded at www.dps.state.ak.us/cdvsas, and the submission may be sent by fax or email to:

Council on Domestic Violence and Sexual Assault
Department of Public Safety
Fax: (907) 465-3627
Email: angela.wells@alaska.gov

I.6. Inquiries. Council staff will hold a pre-proposal teleconference to review the RFP and funding process on **Thursday, September 4, 2014**. Exact time and instructions for accessing the teleconference will be posted on the CDVSA website at <http://www.dps.state.ak.us/cdvsas> and the State of Alaska Public Notice website at

<http://aws.state.ak.us/OnlinePublicNotices/>. This will be the only opportunity to ask questions about the RFP process and grant program.

I.7. **Response Date:** To be considered, proposals must be postmarked no later than **Friday, September 12th**. Proposals must be mailed to:

Council on Domestic Violence and Sexual Assault
Department of Public Safety
P.O. Box 111200
Juneau, Alaska 99811-1200
Attention: Angie Wells, Administrative Assistant

Proposals can also be hand-delivered to the Council office no later than **4:30 p.m., Friday, September 12th**.

Council on Domestic Violence and Sexual Assault
Department of Public Safety
450 Whittier Street, Room 105
Juneau, Alaska

I.8. **Copies Required.** Applicants must submit **one** (1) bound original marked “original” (with original signatures) and **three** (3) bound copies of their proposal to the Council office. Proposals that do not contain the prescribed number of copies will not be awarded points for a complete application. The original and three copies are to be the same in content. Loose pages will not be accepted.

I.9. **Proposal Review.** Applications will be reviewed and evaluated according to criteria specified in this RFP and in regulation 13 AAC 95.080.

- A. Council staff will conduct a preliminary review of the proposal using Attachment B, Submission Requirements for Complete Application, and will verify budget computations.
- B. The Council will not consider late information sent after the complete application is due unless it is requested by Council staff for clarification.
- C. The Proposal Evaluation Committee (PEC), comprised of one (1) Council member; one (1) CDVSA staff member and one (1) other government or private sector member with primary prevention expertise will conduct an evaluation of each proposal based on the completeness and contents of the proposal. The PEC then will meet in person to further review proposals and determine awards to recommend to the Council. Notice of the PEC public meeting date and time will be forwarded to all applicants. There will be no time allocated for applicant presentations at the meeting; however, applicants should be available telephonically in case questions arise regarding their proposal.

- D. The Council will finalize the awards and award amounts for successful proposers at a teleconference public meeting on or about September 26, 2014. All applicants will be notified of the meeting date and location.

I.10. Notification of Award: The Council's process for notification of award is guided by 13 AAC 95.090. The Council will notify all applicants within 15 days of its final decision of the following:

- A. Notification of award to grantees whose application is approved contingent upon necessary revisions to be negotiated, and availability of funds; or
- B. A notice of disapproval if the Council disapproves the applicant's application.

I.11. Grant Payment Schedule: The Council's process for grant payment is covered by regulation 13 AAC 95.230. The Council will make payments to a grantee by scheduled advances. The Council will withhold payment if the grantee fails to submit complete and timely reports as required under regulation 13 AAC 95.240 or fails to use the funds as directed by grant conditions. The grantee is responsible for reimbursing the Council for the amount not spent or encumbered at the end of the funding cycle.

I.12. Appeals Procedure: An applicant or grantee may appeal any of the following decisions in accordance with 13 AAC 95.350:

- A. A final decision regarding funding under 13 AAC 95.070(d);
- B. A decision to withhold a payment under 13 AAC 95.230(c);
- C. A decision of the Council to require a refund of grant money under 13 AAC 95.260; and
- D. A decision to suspend or terminate a grant under 13 AAC 95.330

Applicants or grantees who wish to appeal a decision must submit, within 15 days after receipt of the administrative action or decision, a written request for a hearing. The request must contain the reasons for the appeal, and must cite the law, regulation, or Council policy or procedure upon which the request is based. The appeal will be heard by an appeals committee consisting of the Council Chair and two other Council members. The appeals committee will review the request for a hearing, and within 15 days after receipt of the request, will advise the applicant or grantee of their decision to accept or reject the request for hearing. If the request is rejected, the reason for the rejection will be stated. If the request for a hearing is accepted, the appeals committee will request the Governor to appoint a hearing officer. A hearing will be scheduled no later than 20 days after the appeals committee's acceptance of a hearing. The hearing officer will submit a transcript of the hearing, any written testimony, and a written recommendation to the appeals committee, which will make the final decision on the appeal.

I.13. Funding Source Information: This Community Based Primary Prevention Programs grant is funded through State of Alaska General Funds. Funds awarded are contingent upon successful applicants signing the Community Based Primary Prevention Programs Grants Award Conditions that signifies acceptance of the conditions. See Attachment H for review.

II. WRITING THE PROPOSAL: SUBMISSION REQUIREMENTS FOR COMPLETE APPLICATIONS

II.1. Instructions for Completion of Proposal Requirements: *Proposals must use the same headings* as described in the Submission Requirements for Complete Application (see Attachment B), and *be in the same order as specified in the instructions*. **Points will be withheld to applications not meeting the requirements.**

A proposal teleconference will be held at **1:00 p.m., September 4th**. Call-in information will be made available on website.

- A. Proposal Format: All applications must be submitted on 8 1/2 x 11 inch paper with one inch margins. Proposals must be single spaced and written using a 12-point Times New Roman font. The proposal should be concise and prepared without expensive artwork, unusual printing or materials not essential to its utility and clarity. Do not make two-sided copies when duplicating documents.
- B. Proposal Binding/Cover: The original and all copies shall be securely bound together. Binder clips are not acceptable. The program name should appear on the front cover of all copies submitted. One copy of the proposal must be marked as the original. A 3-holed “clear front report cover” is an example of an appropriate binding. The name of the applicant must be visible.
- C. Application Face Sheet: Download at <http://www.dps.state.ak.us/cdvs> (Attachment C). Complete each line of the face sheet. It must be signed by the person authorized to enter into legal agreements on behalf of the applicant. The proposal shall contain the original signed form in the original copy. A Dun & Bradstreet D-U-N-S number is required.
- D. Table of Contents: A Table of Contents is provided (see Attachment D). Assign page numbers to the Table of Contents form as sections are completed. **Insert Table of Contents in application immediately after the Face Sheet.** All pages should be numbered consecutively and single-sided.
- E. Project Abstract: Not to exceed one page. Abstract needs to include an overview of the primary prevention project(s) currently being implemented, including the current setting(s) and population(s); and the anticipated new settings and populations that will be expanded through this award. In addition, an overview of the evaluation for the project must be discussed.
- F. Project Narrative: Not to exceed three (3) pages. The narrative should include:
 - 1. **Community Assessment**: Applicants should describe the community assessment being used to identify the conditions and characteristics of IPV, TDV and SA in their area. What type of data was gathered for the assessment, what are the key risk and/or protective factors for SA, IPV and/or TDV that

were identified through the assessment and how is the assessment being incorporated into the community's current plan for prevention and this project specifically.

2. **Communities Served:** Applicants should describe the communities they will be serving. Include a brief description of the types of prevention resources and programming currently available. Your description should include the population(s) and program setting(s) in which you are currently reaching this/these population(s).
3. **How funds will be used:** A description of how you will use these new funds to implement programming that will be implemented in (at least) one other setting with one other population, for the purposes of providing complimentary messaging and change. In other words, how will your implementation of a program with a population in one setting, effect change in the other population or setting? (See example on page (2) under I.1, Statement of Purpose).
4. **Experience with Coalition Building and Primary Prevention:** A description of the applicants experience with coalition building for primary prevention of SA, IPV and/or TDV and implementing and evaluating primary prevention plans. This section should also demonstrate past partnerships and experience with implementing prevention across the social ecology.
5. **Existing or prospective staff:** Please describe the proposed prevention project staff's experience with primary prevention experience. (Proposals without this narrative component will not be considered).
6. Explain your lead staff, agency and partners experience with primary prevention.
7. Required attachments to support the narrative are:
 - a. Community Plan for Primary Prevention
 - b. Current Evaluation Plan for existing primary prevention projects
 - c. Prevention Partner List
 - d. Community Prevention Coalition MOU's with agency commitments; names and signatures
 - e. Proposed Staff Resume(s)

G. Project Goals and Objectives: Not to exceed two (2) pages.

Project goals and objectives provide organizational/prevention coalition direction as well as a basis for evaluating progress. **Your goals and objectives must reflect the areas of focus to be addressed through your prevention implementation and how effectiveness of activities will be measured.** The primary goal will be to collaboratively expand primary prevention efforts to work comprehensively on primary prevention and to intentionally address protective factors on more than one level of the social ecology. **For the purpose of this RFP, identify the long-term change you are working towards and outline the measurable changes that will occur by the end of this funding, June 2015.** Please make it clear how your short term objectives fit with your longer term prevention plan or direction and how this will create change with individuals, communities, systems, and/or with high level prevention capacity.

- H. Project Budget: The budget detail and budget narrative are to assist the applicant in developing a financial plan for their project and to provide the projected costs required for implementing the project. All Community Based Primary Prevention program grant applicants are **required** to have at least (1) FTE staff position whose primary duties support community based primary prevention.

(a) Budget Detail

- (i) Applicants **MUST** use the Council provided budget form and format. Handwritten budgets are not acceptable. See Attachment E.
- (ii) The budget is to reflect only funds requested for the proposed project and activities. Matching funds of 15% are required. Budgets for other programs and projects are not to be included in this proposal. The budget should include only those costs applicable to this grant project. Dollar values must be rounded to the nearest whole dollar and computation must be accurate.

(b) Budget Narrative: Not to exceed **two (2) pages**.

- (i) Each proposal must provide a narrative fully describing the specific costs outlined in the project budget detail. The purpose for every item, service or person listed in the budget must be described. See Attachment G for Sample Budget Narrative.
- (ii) Each proposal must list current primary prevention staff in FTE and the funding source for the position(s). If an agency does not currently employ primary prevention staff this proposal must include funding for a minimum of one FTE.
- (iii) Administrative and Fixed Costs: The budget narrative should also identify the percentage of this project's funds that will go to administrative and fixed costs. Administrative costs that exceed 15% of the proposed Council budget request require justification. Examples of administrative costs include administrative time spent on supervision of staff, office assistant, bookkeeper, and office supplies.

II.2. Summary of Scoring Criteria: The applicant is responsible for addressing each applicable section and for including the detail information specified. The funding proposal elements will be scored as follows:

I. Project Abstract	10 points
II. Project Narrative	20 points
III. Required Narrative Attachments	15 points
Community Plan for Primary Prevention	
Current Evaluation Plan for existing primary prevention projects	
Prevention Partner List	

Community Prevention Coalition MOU's with agency commitments; names and signatures
Proposed Staff Resume(s)

IV. Project Goals & Objectives	25 points
V. Budget Detail	15 points
VI. Budget Narrative	15 points

The Scoring Sheets and Scoring Sheet Summary are accessible as Attachments I and J – for information only.

II.3. Required New Applicant Information (applicants who **are not** presently grantees of CDVSA victim service programs (not scored):

Please include the following information as addenda to the original proposal only. **Do not include** this information in the three (3) copies submitted along with the original. All information listed in the following letters a-h must be provided or the application will be considered nonresponsive.

- a) Memoranda of Agreement with existing CDVSA funded program: if new applicants intend to implement prevention programming in an area where a Council-funded program is currently offering like programming, the new applicant is required to develop and have signed a memorandum of agreement with the Council-funded program. Memoranda should state basics of community based primary prevention planning and coordination of prevention projects, activity division, communities in which programming is being implemented and populations to be served.
- b) Articles of Incorporation
- c) By-laws
- d) Determination of Non-profit status. Proof of Non-profit status is **any one** of the following and must be submitted with application:
 - A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS code.
 - A copy of a currently valid IRS tax-exemption certificate.
 - A statement from the State attorney general or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
 - A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.
- e) Board Members—provide a list of board members that includes name, title, role in the community and ethnic background
 - f) Resume and Job Description of Executive Director/Project Coordinator and the person responsible for implementing the proposed project if different from the Executive Director/Project Coordinator
 - g) Describe your efforts to involve other service area entities in your community's existing prevention projects and this proposal. Examples might be schools, faith based organizations, youth leaders, etc.
 - h) Letters of Support-New Programs— three to five letters
Letters of support are important in gauging the level of agency visibility, community involvement and community participation in the program. The PEC will review the diversity of letters and the strength of their support. Letters would be appropriate from, but not limited to, any of the following entities: community leaders, tribal or village corporations, public health, schools and/or school districts, faith communities and other prevention groups and task forces. Letters confirming specific experience working together on prevention and/or outlining specific roles in prevention activities will assist the PEC in determining agency capacity to successfully implement prevention programming.

III. REPORTING REQUIREMENTS

Successful applicants will be required to submit to CDVSA data including quarterly performance reports, expenditure/revenue reports, and updates on outcomes and evaluation criteria on reporting forms provided by the council. Training will be provided.